

Applications are now being accepted for the following AGR program Full-Time National Guard Duty (FTNGD) tour under provisions of section 502(f), Title 32, United States Code. Questions concerning this notice may be directed to NGND-DHR-AGR-S at (701)333-3369 or DSN 373-3369.

Announcement: **AGR-21-13**
MOS/AOC: **Immaterial**
Position Title: **Assistant Training Officer**
Para/Lin: **N/A**
IPPS-A Position Number: **N/A**
Maximum Grade: **O-3 / CPT**
Duty Location: **141st MEB, Fargo, ND**
Selecting Supervisor: **LTC Derek Kuntz, OIC, 141st MEB, Fargo, ND**

AREA OF CONSIDERATION: Current North Dakota Army National Guard Soldiers in the grades of O-1 through O-3; O-3's must have less than two years' time in grade (TIG). Enlisted Soldiers holding a commissioning source certificate of completion may also apply.

LENGTH OF TOUR: Initial tour will be for a period of three years. Members successfully completing the initial tour will be afforded priority for tour extension. Extension beyond the initial tour is contingent upon recommendation from the Full Time Chain of Command or possible Tour Continuation Board with final approval by the Adjutant General.

INSTRUCTIONS FOR APPLYING: Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than **1600 hours** on the closing date indicated above. Documents must be scanned in the order as listed below, encrypted and emailed to ng.nd.ndarnq.list.j1-agrm@mail.mil. Subject line of the email must include the announcement number and the applicant's name. Contact (701)333-3369 with questions and/or to ensure receipt of your packet.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** required.
- **Individual Training Record:** printout from ATMS (DTMS); showing a passing APFT in FY20; and meeting HT/WT standards within the past 12 months.
- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **OERs/NCOERs/Letter of recommendation:** Include three most recent OER's/NCOER's. A letter of recommendation must be submitted on Soldiers who do not have an OER/NCOER. For Soldiers that have OER's/NCOER's, letters of recommendation are optional.
- **Soldier Record Brief (SRB):** Must be the **Selection Board Record Brief** (must not include DA Photo, race, gender or ethnic information).
- **NGB Form 23A:** Current Annual Statement
- **Commissioning source certificate of completion:** Enlisted Soldiers only.
- **College Transcripts (if applicable):** Optional. Legible copies only.

Assistant Training Officer

- 1. INTRODUCTION:** This position is located in a unit/battalion/brigade headquarters of the Army National Guard under the AGR program. The purpose of this position is to serve as the Assistant Training Officer. Selectee will develop training plans and procedures for the command and provide staff planning and assistance to ensure that required training and readiness objectives are achieved.
- 2. DUTIES AND RESPONSIBILITIES:** Duties include:
 - Responsible for carrying out the commander's plans and programs for the accomplishment of command objectives.
 - Formulates, oversees and evaluates the overall training programs of the command. Manages yearly and longer training plans and issues implementing instructions to subordinate units. Issues instructions to subordinate units as needed to conduct training activities and meet requirements of current regulations and directives.
 - Establishes and conducts training evaluation program for subordinate units. Reviews training evaluation reports to identify needed revisions or improvements to training activities.
 - Reviews plans and schedules of subordinate units and recommends approval revision as necessary. Provides guidance and assistance to subordinate units for scheduling and conducting training. Schedules and conducts special training courses on a variety of subjects. Monitors usage of mandays and funds designated for training. Provides information about availability of training courses and provides guidance on eligibility requirements.
 - Schedules and coordinates the use of training sites and facilities. Coordinates with other staff elements to ensure all required equipment and supplies are available to support training activities.
 - Directs the procurement of training aids, manuals and other instructional material.
 - Assists the Ammunition Manager for the command. Forecasts for the procurement of supplies such as ammunition, demolitions and pyro-techniques required to support training activities.
 - Coordinates with external agencies such as Training Brigades/Divisions for conducting Training Assessment Modules (TAMs), Situational Training Exercises (STXs), and Battle Command Staff Training (BCST) simulations.
 - Prepares plans and reports pertaining to readiness and mobilization. Coordinates, as required, with the Power Projection Platform. Provides guidance and assistance to subordinate units in the preparation of readiness reports.
 - Assists with the command's COMSEC program.
 - May serve as the Test Control Officer for the command. Ensures all tests and test materials are requisitioned, received, secured and accounted for. Administers/directs the administration of required tests.
 - Monitors NBC readiness. Ensures compliance with the most recent directives and regulations.
 - Monitors the MOS qualification program of the command.
 - Oversees the Marksmanship program of the command.
 - Screens all applications for schools, correspondence courses, ADSW and other training related activities for correctness and completeness.
 - May serve as the Security Manager for the command.
 - Advises unit personnel of NCOES and officer professional training requirements.
 - Performs other duties as assigned.
- 3. SUPERVISORY CONTROLS:** Works under the day-to-day administrative supervision of the Officer in Charge (OIC). The incumbent is relied upon to plan, and organize the work and determine the work methods and techniques required to achieve the goals and needs of the organization. Authority is delegated to the incumbent to independently carry out all assignments to include making necessary contacts and providing authoritative explanation of rules, regulations and procedures. Work is reviewed for

compliance with instructions and policies, for adequacy and soundness of decisions, and for overall attainment of objectives.

4. AGR PROGRAM INITIAL ENTRY REQUIREMENTS: Applicants must meet the following requirements:

- Must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
- Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior to initial entry.
- Drug screening will be accomplished within 15 days within initial entry.
- All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
- Must have at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
- Must have completed initial entry training before submitting an application for the AGR vacancy.
- Must meet APFT and weight control standards per AR 350-1 and AR 600-9 prior to initial entry.
- Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
- Must possess the grade equal to, or below, that authorized for the AGR duty position and have the potential to become qualified in the specialty authorized for the AGR duty position within 12 months of the date of assignment.
- Soldiers whose records are flagged IAW AR 600-8-2 are ineligible for entry into the AGR program until the flag is lifted.
- Must possess, or obtain a security clearance required by the position for which applying (NGR 604-10).
- Selectees will be approved by the Adjutant General or his designated representative.

5. ADDITIONAL INFORMATION:

- Have a valid state vehicle operator's license and be able to be licensed to operate all military vehicles and equipment organic to the unit of assignment.
- Meet current standards for enlistment in NDARNG.
- All Soldiers, except Fulltime Retention Force at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.
- AGR personnel are subject to the system of military justice prescribed by the laws of the State of North Dakota.
- All AGR personnel are rated using the OER/NCOR system.
- Acceptance of any AGR position in the NDARNG constitutes concurrence with the requirement to wear the military uniform while performing duty.
- Acceptance of Active Guard Reserve (AGR) position may cause termination from Selected Reserve Incentive Program (SRIP). Acceptance of an AGR position may result in termination of the Student Loan Repayment Program (SLRP). Incentives will be reviewed and discussed during AGR in-processing with the Incentives Manager.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status. Questions, contact (701) 333-3293.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the



**North Dakota Army National Guard
Vacancy Announcement
AGR Off The Street
Open: 27 May 2021 Closes: 24 June 2021**

Human Resource Office is available during normal working hours to review your application. Call (701) 333-3369 to ensure receipt of your application and/or ask questions. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

Applications on non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.

APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.